

ISSUANCE TRANSMITTAL  
SHEET

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 4310.1A, Ch. 2

Date: SEP 22, 1989

Material Transmitted:

1. Management Instruction, MMI 4310.1A, Change 2, subject: "Receipt, Storage, Inventory, Disposition, and Reporting of Historical Artifacts."
2. This instruction has been revised to:
  - a. Update it organizationally.
  - b. Change instruction to incorporate the provisions of NMI 4310.4C.
3. Make the following pen and ink changes:
  - a. Paragraph 6.a.(1), change paragraph to read as follows: "Report potential artifacts to the Director, Management Operations Office, when no further programmatic requirement exists. This should be accomplished by submitting the appropriate forms, such as NASA Form 1602 for controlled property, NASA Form 55 for noncontrolled personal property, etc. (Follow guidelines given in NMI 4310.4C.)"
  - b. Paragraph 6.c.(2)(a), change paragraph to read as follows: "Artifacts will be screened throughout NASA, and information copies will be provided to the Public Affairs Office, and the National Air and Space Museum (NASM)."

MSFC Form 1376 (Rev. July 1979)

- c. Paragraph 6.c.(2)(c), change "Chief" to "Director" and "Branch" to "Division."

(ORIG S/BY)  
C. D. Bean  
Director  
Administrative Operations Office

Distribution:  
SDL 2

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Filing Instructions:

Make the pen and ink changes indicated above and file this transmittal sheet in front of MMI 4310.1A, Change 1.

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N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 4310.1A, Change 1	Date: September 18, 1985
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Material Transmitted:

1. Management Instruction, MMI 4310.1A, Change 1, subject: "Receipt, Storage, Inventory, Disposition, and Reporting of Historical Artifacts."
2. This Instruction has been changed to reflect organizational changes.
3. Make the following pen and ink changes:
  - a. Change "AS01" to "CN01" in: (1) Originating Organization block. (2) Paragraph 6.a.(1). (3) Paragraph 6.a.(2). (4) Paragraph 6.b.(2). (5) Paragraph 6.c.
  - b. Change "AS43" to "CN43" in paragraph 6.c.(2).

(Original signed by)  
J. A. Bethay  
Acting Director  
Administrative Operations Office

Distribution:  
SDL-2

-----Filing Instructions:

Make pen and ink changes and file this Transmittal Sheet in front of MMI 4310.1A.

MSFC-Form 1376 (Rev. July 1979)

ISSUANCE TRANSMITTAL  
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N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 4310.1A	Date: June 28, 1984
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Material Transmitted:

1. Management Instruction, MMI 4310.1A, subject: "Receipt, Storage, Inventory, Disposition, and Reporting of Historical Artifacts.
2. This Instruction has been revised to:
  - a. Update it organizationally.
  - b. Change Instruction to incorporate the provisions of NMI 4310.4B.

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Filing Instructions:

Remove MMI 4310.1 and insert the attached MMI 4310.1A.

MSFC-Form 1376 (Rev. July 1979)

MANAGEMENT  
INSTRUCTION

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01	Effective Date: June 28, 1984	MMI: 44310.1A
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Subject: Receipt, Storage, Inventory,, Disposition, and Reporting of Historical Artifacts

1. PURPOSE

To set forth procedures for the receipt, storage, reporting, inventory, and disposition of historical artifacts.

2. SCOPE

This Instruction applies to all MSFC organizational elements.

3. REFERENCES (Only applicable parts of most recent edition apply.)

- a. NMI 1050.4
- b. NMI 1387.1
- c. NMI 2700.2
- d. NHB 4300.1
- e. NMI 4300.3
- f. NMI 4310.4
- g. MM 4000.1

MSFC-Form 2911 (Rev. October 1981)

#### 4. POLICY

Scientific and technical hardware and equipment which are surplus to research and development programs at MSFC and constitute historical artifacts, will be preserved for museum and educational purposes.

#### 5. DEFINITION

For the purposes of this Instruction, artifacts are defined as unique objects that document the history of the science and technology of aeronautics and astronautics. Artifacts may include but are not limited to aircraft, launch vehicles, manned spacecraft, specialized systems, components and related display materials. Artifacts shall not include nonserialized parts, parts not individually marked with a part number, and parts that exist in large numbers except when such parts acquire special significance. It is important that artifacts be accompanied by identifying documents such as operating handbooks, summary reports, drawings, log books, photographs, motion picture film, sound tapes, and other appropriate memorabilia.

#### 6. RESPONSIBILITIES

##### a. Program/Project Managers will:

- (1) Report potential artifacts to the Director, Management Operations Office, CN01, when no further programmatic requirement exists.
- (2) Each year, as of September 30, provide a summary report of all potential artifacts identified during the year to Management Operations Office, CN01. If no potential artifacts have been identified during the preceding year, a negative report is required.

b. Public Affairs Office, CA01, will:

- (1) Serve as the MSFC point of contact with the Public Affairs Division, NASA Headquarters, and the Smithsonian Institution on artifacts disposition and reporting.
- (2) Receive from Management Operations Office, CN01, reports of potential artifacts.
- (3) Provide guidance and advice to Management Operations Office in identifying artifacts utilizing a broad knowledge of MSFC programs and experience in locating and identifying artifacts.

c. Management Operations Office, CN01, will:

- (1) In coordination with Public Affairs Office, CA01, identify artifact items based on information received from the Program/Project Manager.
- (2) Forward artifact documentation to the Property Disposal Officer, CN43, for preparation of screening documentation.
  - (a) Artifacts identified by MSFC will be reported to the Property Disposal Officer on NASA Form 1602, if controlled property, or NASA Form 55, if noncontrolled personal property. (Follow guidelines given in NMI 4310.4C.) Artifacts will be screened throughout NASA, and information copies will be provided to the Public Affairs Office, CA01, and the National Air and Space Museum (NASM)."
  - (b) Concurrent with preparing screening documentation, transfer potential artifacts to Account 26 to establish property accountability.

- (c) All competing requests for an item will be referred to the Director, Supply and Equipment Management Division, NASA Headquarters, for submission to the NASA Artifacts Committee.
  - (d) Artifacts selected by the NASM will be transferred in accordance with shipping instructions provided by NASM. A copy of the completed documentation will be sent to the appropriate GSA region.
  - (e) If no response is received from the NASM within 30 days of receipt, MSFC may assume that they do not desire the items on the report. The Property Disposal Officer will notify the Public Affairs Officer, CA01, of NASM's decision.
  - (f) Artifacts requested for exhibition purposes by non-government organizations will be processed in accordance with provisions of the NASA Exhibits Program, NMI 1387.1.
  - (g) Artifacts not transferred to the NASM or referred to the exhibits coordinator will be disposed of in accordance with NHB 4300.1. The Property Disposal Officer will forward non-NASA artifact requests with the disposal documentation.
- (3) Ensure that anything to be given as a memento is donated in accordance with the provisions of NMI 4300.3.
  - (4) Receive, store, and ship artifacts in accordance with MM4000.1, MSFC Property Management Manual.



7. RECISION

This Instruction supersedes MMI 4310.1, dated April 7, 1975.

(Original signed by)  
W. R. Lucas  
Director

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